



**State of Louisiana**  
DIVISION OF ADMINISTRATION  
**OFFICE OF HUMAN RESOURCES**

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GOVERNOR

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**DIVISION OF ADMINISTRATION**

**PERSONNEL POLICY NO. 44 (Formerly DOA Policy Number 10)**

**EFFECTIVE DATE:** February 24, 1999; Revised July 9, 2001; Revised September 25, 2002

**SUBJECT:** Flexible Maximum Hire Rates For:  
Professional Level Information System Jobs

**AUTHORIZATION:** Whitman J. Kling, Jr., Deputy Undersecretary

**I. POLICY:**

In accordance with authority granted by the Department of State Civil Service, it is the policy of the Division of Administration to implement Flexible Maximum Hire Rates for specified professional level information systems positions on a case by case basis.

**II. PURPOSE:**

In most cases, the purpose behind this policy is to provide the Division a tool that allows for flexibility in pay for recruitment and retention purposes.

**III. APPLICABILITY:**

This policy shall be applicable to those sections within DOA, to include ancillary agencies, which utilize professional level information systems positions.

**IV. PROCEDURE:**

In order for a position to be considered under this policy, each Section Head will be responsible for submitting a *Request for Personnel Action* form to the Appointing Authority for his/her approval. Additionally, a memorandum should be attached to the *Request for Personnel Action* form detailing the reasons for the request.

**V. QUESTIONS:**

Any questions regarding this policy should be directed to the Appointing Authority.

**September 25, 2002**

**Addendum to DOA Personnel Policy # 44, for the Implementation of Flexible Maximum Hire Rates for professional level Information Services jobs:**

On January 7, 1998 the Civil Service Commission approved Flexible Maximum Hire Rates for all professional level information systems jobs:

<u>GS</u>	<u>Monthly Flexible Maximum Hire Rate Authorized</u>
13	\$2329
14	\$2492
15	\$2667
16	\$2853
17	\$3053
18	\$3267
19	\$3495
20	\$3740
21	\$4002
22	\$4282
23	\$4582
24	\$4902
25	\$5246
26	\$5613
27	\$6006
28	\$6426
29	\$6876

As a recruiting and retention tool the Division has stated in its policy that implementation of the Flexible Maximum Hire Rates will be considered on a case-by-case basis. At this time the Appointing Authority has elected to apply these rates to the following positions based on their unique duties and responsibilities and their importance to the Division:

<b>Position #</b>	<b>Title</b>	<b>GS</b>	<b>Monthly Rate</b>	<b>Effective Date</b>
50311905	I/T Statewide Project Ldr.	27	\$6006	7/9/01
208	IT Technical Support Spec. 1	19	\$2839	9/25/02